



May 30, 2019

The Honorable Russ Axelrod  
City Council  
22500 Salamo Road  
West Linn, OR 97068-8270

RE: West Linn Post Office ("Post Office")

Dear Mayor Russ Axelrod:

The United States Postal Service is considering relocating the retail services currently provided at the above-referenced Post Office to a yet-to-be-determined location as close as reasonably possible to the existing location.

The Postal Service is considering relocation because of loss of leasehold with a current effective date October 31, 2019. Despite significant cost reductions, the Postal Service continues to experience a net loss as mail volume continues to decline because of increased electronic communication. As a self-supporting government establishment that receives no tax dollars for its operating expenses, the Postal Service must rely on the sale of postage, products and services to generate revenue. In the face of unsustainable deficits, the Postal Service must seek ways to cut costs, increase revenue and use its physical facilities as efficiently as possible.

The relocation project will consist of procuring a suitable substitute location, preparing the new location for use as a post office and then transitioning the retail services to the new location. The Postal Service will continue retail services in the current Post Office until October 31, 2019 and then will consider temporally relocating to Wilsonville Main Post Office until the new post office is up and running.

In undertaking this project, the Postal Service will complete a process set out in 39 C.F.R. § 241.4 for soliciting and considering input from the community and local officials. As we are at the beginning of the process, I am offering to discuss the project with you. In our discussion, I would address the specific need the Postal Service faces, outline the proposal that is under consideration, explain our process for soliciting and considering input from the affected community, and ask for input from you and other local officials regarding the proposal. If you would like to discuss the project, please contact me by June 12, 2019. I can be reached at either 303-264-0412 or [Gregory.L.Shelton2@usps.gov](mailto:Gregory.L.Shelton2@usps.gov).

We will send an initial news release outlining the proposal to one or more news media serving the community and post a copy of the information in the public lobby of the Post Office.

I will need your assistance in setting up a public meeting to discuss the potential relocation with the community. I will need to either schedule a public meeting at a location with a meeting room in the community. At least 15 days prior to the meeting, the Postal Service will advertise in a local news medium and post in the Post Office's public lobby a notice of the date, time, and location of the public meeting.

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At the public meeting, the Postal Service will identify the specific need the Postal Service faces, outline the proposal to meet the need through relocation, invite questions, solicit written input on the proposal, and provide an address to which the community and local officials may send written appeals of the tentative decision and comments on the proposal. Appeals and comments will be accepted for a period of 30 days following the public meeting.

Additionally, we will (1) discuss the reasons for relocating; (2) identify the site or area, or both, to which the Postal Service anticipates relocating the retail services; and (3) describe the anticipated size of the retail service facility for the relocated retail services, and the anticipated services to be offered at the new location. The Postal Service may identify more than one potential relocation site or area, for example, when the Postal Service has not selected among competing sites.

After the 30-day comment and appeal period, the Postal Service will consider the comments and appeals received that identify reasons why the Postal Service's tentative decision and proposal is, or is not, the optimal solution for the identified need. Following that consideration, the Postal Service will make a final decision to proceed with, modify, or cancel the proposal. The Postal Service then will inform you in writing of its final decision, send a news release announcing the final decision to local news media and post a copy of the information in the public lobby of the Post Office. The Postal Service then will implement the final decision.

If the Postal Service decides to use a site or area that it did not identify at the public meeting, then our regulation generally requires the Postal Service to return to the public meeting stage of the process to make a new presentation regarding the new site or area.

We look forward to working with you and your staff as this project develops.

Sincerely,



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